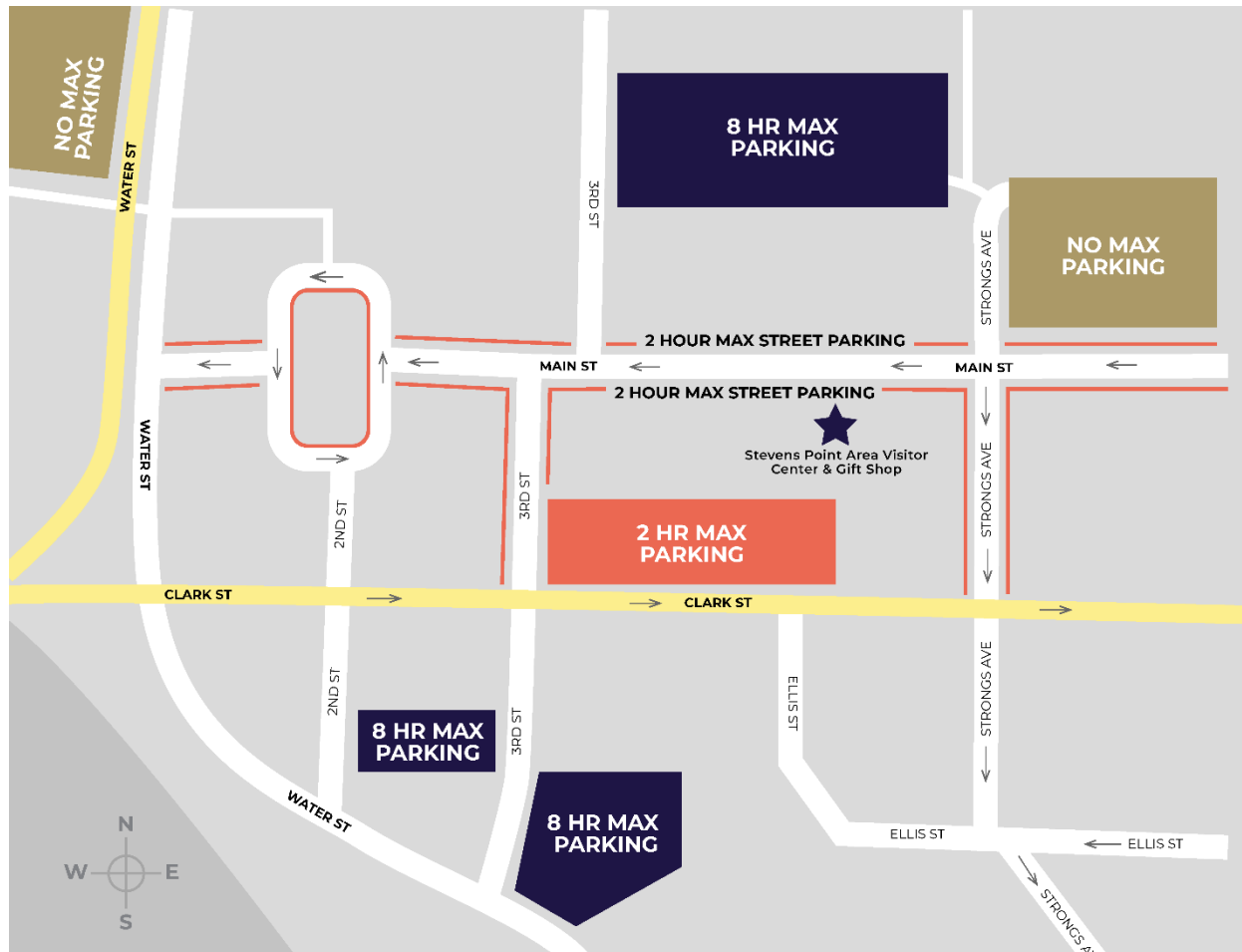


Meeting Room Rental Information & Policies

SPACVB Visitor Center & Gift Shop

The following provides information about and rules for use of the SPACVB meeting room. If you have questions or concerns, contact the SPACVB.

Visitor Center Area Site Map



Location and Contact Information

The meeting room is located in the SPACVB Visitor Center & Gift shop building in downtown Stevens Point. The address is:

1105 Main Street, Suite A

Stevens Point, WI 54481

To contact the SPACVB:

Phone: (715) 344-2556

Email: info@stevenspointarea.com

Website: stevenspointarea.com

SPACVB Meeting Room Description

The Stevens Point Area Convention and Visitors Bureau meeting room is a popular meeting space for organizations and groups. With its convenient location downtown Stevens Point, it is an ideal venue for gatherings of all types. The room can hold up to 24 people with tables and chairs set up in a boardroom style. There is free parking nearby in multiple different locations (see map on page 1).

Room Size, Layout, and Capacity:

The dimensions of the meeting room are 25 feet by 33 feet and the room easily accommodates 24 people seated. While the tables in the meeting room can be moved, they must be put back in the correct order due to wiring within the tables. Electrical difficulties may occur if placed wrong.

What is Provided:

- Chairs and tables with seating for 24
- Four 86-inch flat screen televisions
- Crestron sound bar with built in video conferencing
 - See technology document for varying technological requirements
- Mersive Solstice display options available to display on screen without cords (download of Solstice App required, on compatible devices)
- Wireless internet access (no additional charge)
- White board
- Conference phone (may be an additional fee to use)
- Sink
- Mini-fridge
- Drinking water (water fountain and bottle filling station)
- Garbage and recycling bins
- USB and electrical outlets at every table

What is NOT Provided:

- Printers or copiers
- On-site catering

Restrooms:

There are two unisex bathrooms in the building, one is directly outside of the meeting room and the other at the front of the building by the gift shop/lobby area.

Food and Drink:

Groups reserving the space may bring in food/beverages of their choosing. There is a mini fridge on site in the meeting space. Catering of food and/or beverages is the responsibility of the rental party.

Making Reservations**Reservation Procedure:**

Reservation requests can be made on our website through an online booking link.

Reservation Costs:

The meeting room can be booked for an hourly rate of \$15 for any for-profit organization. Payments can be made through online booking form or check. Checks must be received prior to arrival, can be made out to SPACVB, and can be sent to:

1105 Main Street, Suite A.

Stevens Point, WI 54481

The room can be booked year-round during regular operating hours:

- Monday – Friday: 9 am – 5 pm
- Inquire about weekends if needed

Booking as a Non-Profit:

If your organization is a non-profit, there is a reduced rate. To receive the reduced rate, apply for the discount on SPOTZ under the groups tab. You will have to submit an IRS determination letter as proof and the organization will then look over your application and approve or deny it.

Note: You only have to apply once for the non-profit rate.

Rescheduling:

Events can be rescheduled based on availability. Reservations can be rescheduled up to 48 hours in advance through online booking form.

Cancellations:

No refunds will be issued if canceled within 48 hours of scheduled time. A 50 percent refund will be issued if reservation is canceled 3 days prior to scheduled time.